



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: October 6, 2015

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 7, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **October 21, 2015**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

TA IV

Central Office FOIA Officer
Bureau of Downstate Legal Services
Office of Chief Counsel
Springfield

Attachments
40550

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, October 21, 2015**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Advisor IV	Salary Range:	\$6,405 - \$10,800
Position Title:	Central Office Freedom of Information Officer	Union Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Position Number:	PW954-23-30-200-00-03	IPR#:	40550

Office/Central Bureau/District/Work Address:

Office of Chief Counsel/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is responsible for receiving FOIA requests and inquiries and coordinating, reviewing, and distributing the Department's response(s) thereto.

Special Qualifications:

The following criteria is desired:

- Knowledge, skill and mental development equivalent to a master's degree preferably with courses in business or public administration or equivalent combination experience and training
- Four years of experience in responsible business management, public administration or information management
- Ability to prioritize workload and complete assignments within time constraints
- Ability to catalog and coordinate multiple requests from various departments, bureaus, agencies and the general public
- Ability to develop and maintain effective working relationships with co-workers, general public and other state agencies
- Strong oral and written communication skills to effectively convey department policy, FOIA legislation, and compile correspondence or reports
- Ability to process confidential and sensitive materials
- Prior experience as FOIA Officer for state or federal agency

Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	July 15, 2015	POSITION:	Central Office Freedom of Information Officer
APPROVED BY:	William Barnes	OFFICE/DIVISION:	Office of Chief Counsel
CODE:	PW954-23-30-200-00-03	REPORTS TO:	Deputy Chief Counsel, Springfield

Position Purpose

This position is responsible for receiving FOIA requests and inquiries and coordinating, reviewing, and distributing the Department's response(s) thereto.

Dimensions

Freedom of Information Act	50 – 100
Legislation	15 – 30
Developments in FOIA Law/Public	
Access Counselor Decisions	25 – 50

Nature and Scope

This position reports to the Deputy Chief Counsel, Springfield. No positions report to this position; however, the incumbent does provide assistance and guidance to the District FOIA Officers.

This position functions in an environment where accurate, thorough and timely management and coordination of correspondence, communication, and information is provided by the incumbent in order to comply with the time sensitive demands of the FOIA while acknowledging and accommodating, as possible, the multi-faceted operations of the Department.

Typical problems facing the incumbent are requests for information that may be maintained in hard copy or as electronically stored information ("ESI"), coordinating with multiple working areas within the Department to compile responses to FOIA requests, prioritizing and scheduling the workload to minimize potential problems, and coordinating communications between the Office of Chief Counsel and other department staff. The greatest challenge to the incumbent is to analyze requests and provide accurate and thorough responses within limited time constraints.

Generally, the incumbent is responsible for preparing processing and submitting responses to FOIA requests. S/He performs these duties by organizing and compiling potential responsive records with the assistance of relevant Department staff. The incumbent must consult the Department management, OCC staff and Governor's Office legal counsel on appropriate responses to FOIA requests and on the review of FOIA responses submitted to the Public Access Counselor. In completing these duties, the incumbent should be aware of legislation, case law, and Public Access Counselor opinions that affect the Department's process and obligations for FOIA.

The incumbent is expected to exercise a significant degree of discretion and independent judgement when performing assignments. S/he works independently and is expected to work directly with Department officials, other state officials and the courts. The incumbent prioritizes workload and advises the Deputy Chief Counsel or Chief Counsel on matters of a sensitive nature. S/He is constrained by state and government legal processes and procedures and department rules and regulations.

Office of Chief Counsel
Central Office Freedom of Information Officer

The incumbent has internal contacts with staff attorneys of the Office of Chief Counsel and offices and divisions within the Department. Outside contacts include attorneys and staff at the Court of Claims, the Governor's Office of General Counsel, Secretary of State, Attorney General's Office, and members of the public and press (requestors).

The effectiveness of this position can be measured by the incumbent's ability to prioritize projects and provide prompt, thorough and effective research and investigation so as to enable the Deputy Chief Counsel and Department legal staff to render sound opinions and decisions on a wide range of issues that impact the operations of the Department.

Principal Accountabilities

1. Receives and catalogues FOIA requests submitted to the Department.
2. Compiles a FOIA report monthly or more often as directed.
3. Alerts and consults with the Deputy Chief Counsel, or other attorneys as directed, Department management, and Governor's Legal Counsel on FOIA requests meeting certain, specified parameters.
4. Coordinates the organization, compilation, preparations, and distribution of the Department's response(s).
5. Coordinates and submits department responses to inquiries from Public Access Counselor.
6. Keeps abreast of developments in FOIA legislation and both related legislation and Public Access Counselor opinions.
7. Works with and assists district-level FOIA liaisons in both responding to FOIA requests and keeping updated on developing FOIA case law, legislation, and PAC opinions.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as required.